



North Carolina Department of Health and Human Services
Division of Aging and Adult Services

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Karen E. Gottovi
Director

November 18, 2005

To: LRO Executive Directors
Area Agency on Aging Directors

From: Karen E. Gottovi, Director *Karen E. Gottovi*

Subject: FY'2005-2006 AAA Self-Assessment

Once again it is time for the annual Division of Aging and Adult Services issues the "*Self-Assessment Guide for Monitoring of Area Agencies on Aging*" as the basic monitoring tool used to evaluate programs administered by and subcontracted through the AAA. Once completed, the self assessment is used to determine, by program, the level of risk, (low, moderate, or high) as well as determine those areas where an on-site monitoring visit is deemed necessary. Site visits will be scheduled with each AAA Administrator in late January and early February, 2006. Even if the review of the completed self-assessment guide does not yield areas of high risk, we will conduct an on-site visit to each AAA to comply with the U.S. Administration on Aging's monitoring requirements. Site visits will begin in February 2006 and continue through May 2006. Within 30 days, a follow-up report will be submitted to you describing the areas monitored and identification of areas of technical assistance and non-compliance.

The self assessment documents are available for download at <http://www.dhhs.state.nc.us/aging/monitor/mtools.htm>. The AAA Administrator is to assume responsibility for completing all sections of the self-assessment and secure signatures as needed. The following self-assessment documents are to be completed and submitted electronically to mark.hensley@ncmail.net :

1. AAA Planning and Administration Self Assessment
2. Legal Services Self Assessment
3. Ombudsman Self Assessment
4. Title V SCSEP Self Assessment (Regions B, C, F, L, N and P)
5. Fiscal Self Assessment Part A and Part B Worksheets

Attachment pages are to be submitted electronically or by mail to our office. Any sections requiring signatures pages should be mailed. **The completed self assessment and corresponding attachments are due to the Division no later than Thursday, December 22, 2005.**

Thank you in advance for your assistance. We look forward to working with you again on this important process to meet the federal compliance requirements. If you have any questions, please contact Mark Hensley, Lead Monitor, or the designated staff member listed in the self assessment document at (919) 733-8400.

Cc: LRO Finance Directors
DOA Staff